

COMMITTEE FOR PUBLIC COUNSEL SERVICES
Boston, MA

DEPUTY CHIEF COUNSEL
PRIVATE COUNSEL DIVISION

The Committee for Public Counsel Services (CPCS) is the state agency in Massachusetts responsible for providing legal services to indigent persons in criminal and civil matters in which the state or federal Constitutions, state statute or case law require the appointment of counsel for any person who cannot afford to retain counsel. The agency provides representation on criminal, delinquency, youthful offender, child welfare, mental health, sexually dangerous person and sex offender registry cases, as well as, appeals and post-conviction cases related to those matters.

CPCS seeks applications for the position of Deputy Chief Counsel of the Private Counsel Division. The Division utilizes the services of approximately 2600 private assigned counsel statewide to provide services on criminal and civil cases. The Deputy Chief Counsel is responsible for the support and oversight of private bar panels in all practice areas, except the private bar panels under the purview of the Deputy Chief Counsel for Children and Family Law. There is a concurrent posting for the latter position.

The Deputy Chief Counsel for the Private Counsel Division is a member of the senior management team that develops and implements agency fiscal, operational, human resource and legislative policies. The Deputy Chief Counsel is hired by the agency's fifteen-member governing board and reports to the Chief Counsel.

The Deputy Chief Counsel is Responsible for:

- Four legal units based in Boston (Criminal Trials, Mental Health Litigation, Juvenile Delinquency/Youthful Offender, and Appeals and Post-Conviction) that provide support, oversight, mentoring and training to private attorney panels. Other areas of practice within the four legal units are Sexually Dangerous Persons matters which are part of the Mental Health Litigation Unit and Sex Offender Registry Board matters which are part of the Criminal Trials Unit. Private attorneys participating in these practice area panels accept approximately 185,000 new assignments annually.
- The attorney and vendor billing department, billing policies and procedures. The attorney billing system, EBill, is web-based. The Private Attorney Payment Department processes 300,000 bills annually.
- The Audit and Oversight Department, audit integrity, protocols and procedures. The Department audits attorneys and vendors for over-billing and billing irregularities and enforces annual caseload and billing limits.
- CPCS performance standards, policies and procedures for assigned counsel panels within the Division. Compliance with performance standards and complaint investigations.
- Certification training and in-service training for civil panels and appeals, in-service training for criminal trial panels.

- Contracts with county bar advocate programs that implement CPCS assignment policies, investigate complaints, and ensure compliance with CPCS performance standards in criminal trial matters, except murder assignments.
- Assignment and certification policies for attorney panels within the Division and the direct assignment of cases to attorneys on the murder, sex offender registry, sexually dangerous person, civil commitment, civil appeals, and criminal appeals and post-conviction panels.
- Indigent Court Costs Act expenditures and policies regarding the qualifications and rates for expert witnesses, investigators and social service providers.
- Division-wide planning.
- Thirty-two professional and support staff.
- Periodic reports regarding the Division to the CPCS governing board.

Qualifications and Requirements:

Candidates must possess strong leadership skills and qualities, embrace the principle of zealous advocacy in the representation of indigent persons for whom there is a right to court-appointed counsel and have the ability to promote the provision of quality representation by private assigned counsel. Candidates must have strong analytical, interpersonal, communication, negotiation and decision-making skills. Candidates must have the ability to develop, support and mentor staff. Prior experience in a policy making position which required data analysis is a plus. Candidates must have the ability to work with courts, state agencies and legislators. Significant management experience, including supervision of legal and support staff, is required.

Candidates must have experience in the provision of legal services to indigent persons, must have ten years prior management experience and be eligible to practice law in Massachusetts.

Salary: \$105,749

Please submit résumé and statement of interest to **Willie J. Davis, Chair, Committee for Public Counsel Services, 44 Bromfield Street, Boston, MA 02108** or fax to 617-988-8370 or email to dcc@publiccounsel.net. Applications should be submitted by **October 28, 2005**, but may be accepted until the position is filled.

For information on the Committee for Public Counsel Services, see www.mass.gov/cpcs.